



POSITION VACANCY ANNOUNCEMENT
City of Seguin
"An Affirmative Action/Equal Opportunity Employer"

ASST. DIRECTOR OF ECONOMIC DEVELOPMENT

#1359

07/14/15

Assists in planning and organizing economic development activities to include business recruitment, retention and expansion. This position will work with the Seguin Economic Development Corporation, all city departments, the City Council, the general public and interact with statewide organizations and associations, representatives of governmental agencies at the state and federal levels, and the news media. Requires a bachelor's degree in Economics, International Business, Business Administration or related field and two years experience in marketing, public relations, business development, and marketing. Two years Economic Development experience highly preferred. Grant writing and Geographic Information Systems (GIS) experience preferred. Must have excellent oral and written communications skills; be proficient with Microsoft Office software applications specifically Excel, Word, Publisher, and Powerpoint. Must be available for night and weekend events and meetings, and 20-30% overnight travel. Requires a Texas driver's license with good driving record and successful completion of a pre-employment drug screen. Salary is negotiable depending on qualifications. Applications are accepted at City of Seguin, Human Resource Department, 205 N. River, Seguin, Texas 78155. www.seguintexas.gov. Position open until filled. AA/EOE